



HEADQUARTERS  
CALIFORNIA WING – CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
POST OFFICE BOX 7688  
VAN NUYS, CALIFORNIA 91409-7688  
(818) 989-8100 FAX (818) 989-8108



15 JUNE 2006

**California Wing Policy Letter 21**

**SUBJECT: Wing Financial Policy**

**Background**

CAPR 173-2 defines financial procedures for CAP regions and wings. The wing commander is required to establish certain policies with limits to insure proper control of corporate funds. These policies are documented below. Except for the prohibition of credit card usage by subordinate units and the need for original receipts to support all reimbursement claims, the following applies to California Wing HQ staff only.

**Checking Accounts**

Transfer of funds between the Pilot Reimbursement Account and any other CAWG checking account does not need prior Finance Committee approval. This account is used as a matter of convenience to receive all funds from NHQ/FM. Some funds are routinely transferred to other accounts before final dispersal.

**Expense**

1. Any proposed expense over \$200 must have prior approval by a member of the Finance Committee.
2. All requests for reimbursement will be made on CAWG Form 11 *Disbursement Request*, clearly identifying the payee, description of the expense and signature of the requestor. All expense will be supported by original invoice(s). For expenses under \$1500, the CAWG Form 11 will be signed by the requestor and approved by a member of the Finance Committee, other than CAWG/FM. Non-recurring expenses over \$1500 will be approved by the Finance Committee and recorded in official minutes.
3. CAWG Forms 11 requesting reimbursement for aircraft or vehicle maintenance expense will be approved by a Finance Committee member representing a directorate other than the one preparing the request.
4. Certain operating expenses occur on a monthly or other frequency, e.g., credit card, telephone, Internet connection, FedEx billings, and office equipment maintenance. These expenses, which are billed directly by the vendor, will not require preparation of CAWG Form 11, but will be supported only by the vendor's invoice.
5. Some recurring expenses may exceed the \$1500 limit normally requiring full committee approval. In order to minimize the need to obtain repetitive approvals, invoices not exceeding the following limits may be paid without separate approval. Supporting documentation is required as stated above.

|   |          |
|---|----------|
| Aircraft Minor Maintenance, whether paid directly to a vendor or by reimbursing a subordinate unit. | \$7500   |
| Vehicle Maintenance, NHQ approved   | \$1800   |
| Repeater site rental paid on an annual basis  | \$2000   |
| Credit Card – Platinum Plus for Business – Imperial Fuel and Lodging                                | \$10,000 |
| Postage Meter prepaid charge  | \$1800   |
| Remittance of dues to groups  | \$1600   |
| Remittance of CAPf 108 expense  | \$2000   |

6. Cadet Programs conducts major activities such as Encampment and Cadet Programs Conference annually. Each of these activities operates on a budget approved in advance by the Finance Committee, and all expenses are documented prior to payment. A reconciliation of budget vs. actual expense, with receipts attached, is submitted to CAWG/FM following the activity.

Supersedes Policy Letter 21, 5 Dec 2005

***Where Individual Performance Meets CAP's Potential***

### **Credit Cards**

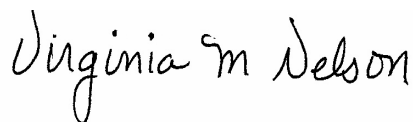
1. Units below Wing Headquarters will not use credit cards. All expenses incurred by subordinate units will be paid by check and supported by original invoices.
2. Wing Headquarters may issue credit cards on a restricted basis to facilitate CD mission-related expenses and other operating expenses, especially at remote locations.
3. All credit cards will have pre-determined credit limits established by the Wing Commander.
4. All credit cards will be issued in the name of California Wing, Civil Air Patrol, with a billing address of P.O. Box 7688, Van Nuys CA 91409-7688. Cards may be used for authorized purchases only. They will not be used for cash advances or personal expenditures, including personal proficiency flying.
5. Lost or stolen cards must be reported immediately to the issuer and to the Wing Commander.
6. At the present time, cards are authorized for the following people for the purpose and limit stated:

|                        |  |          |
|------------------------|--|----------|
| Col Virginia M. Nelson | Expenses associated with her official duties as Wing Commander.  | \$2000   |
| LtCol D. Fringer       | Expenses associated with CD operations at Imperial CA base   | \$10,000 |
| LtCol Burleigh Putnam  | Expenses associated with our corporate aircraft  | \$1000   |
| Maj Jennifer Brenner   | Expenses associated with her official duties as CAWG/FM  | \$2000   |
| Maj Charles Frank      | Expenses associated with CD operations throughout California   | \$2000   |
| Capt John Savage       | (ARCO Gas card shared with Maj Thomas Hoebink)<br>Expenses associated with maintaining the Corporate vehicles and other official Logistics travel. | \$500    |
| 1Lt Susan Lundstrom    | Expenses associated with her official duties as Wing Administrative Assistant  | \$500    |
| 1Lt Susan Lundstrom    | Staples card for purchase of office supplies   | \$1000   |

### **FedEx Account**

California Wing maintains an account with FedEx to expedite shipping of official paperwork and other items between various locations. Use of the account is limited to selected key staff who have signed an agreement regarding that use. Part of the agreement is to forward the original invoice (Airbill) to CAWG/FM promptly after making a shipment. The invoices provide a control on the monthly FedEx billings.

Approved by Finance Committee: 14 June 2006



VIRGINIA M. NELSON, Colonel, CAP  
Commander